



# NEW COMMERCIAL SUBMITTAL AND APPROVAL REQUIREMENTS

Building Division

Effective: June 1, 2014  
Revised: June 30, 2014

## **GENERAL:**

- Signature on all documents by person preparing plans and documents.
- Name, title and registration number of design professional, if applicable, and address and phone number.
- Cover sheet information with applicable codes and editions and all design review conditions of approval.

## **Building Division - Plans should include:**

- (Four (4) sets) - Architectural, and structural, plans (including all plumbing, electrical, mechanical and CalGreen checklist). Two (2) sets must be wet stamped.
- (Two (2) sets) - Structural calculations
- (Two (2) sets) - Truss calculations w/EOR approval letter
- (Two (2) sets) - Energy calculations
- (Two (2) sets) - Soils Report
- Permit Submittal Form and Plan Check Fee

## **Applicable Codes as of January 1, 2014:**

- 2013 California Building Code (CBC)
- 2013 California Plumbing Code (CPC)
- 2013 California Mechanical Code (CMC)
- 2013 California Electrical Code (CEC)
- 2013 California Green Building Standards Code (CalGreen)
- **2010 California Energy Code (Title 24)** (Until July 1, 2014)
- Brentwood Municipal Code

## **ADDITIONAL SUBMITTALS AND APPROVALS REQUIRED:**

### **PLANNING DIVISION** - (925) 516-5405 (Separate Submittal Required)

- Design Review /Conditional Use Permit /Sign Review
- Landscape Review - Submit one (1) separate Landscape Plan- **(fee required at submittal)**

### **POLICE DEPARTMENT** - (925) 634-6911 Lt. Doug Silva (Separate Submittal Required)

- Security Plan / 24 hr. contact info for Contractor
- Photometric

### **DEVELOPMENT ENGINEERING** - (925) 516-5420 (Separate submittal required)

- Improvement Plans/Grading Permits/Encroachment Permits/Final Map/Drainage Fees/Pad Certs

### **PUBLIC WORKS**

- Complete Waste Water Treatment Survey - Grease Interceptor (925) 516-6000
- Recycling Waste Management form (WMP)/Trash Enclosure Spec Questions - Contact Gary Parenti - (925) 516-6093
- Cross Connection/Back Flow Questions – Contact Abel Ordaz (925) 516-6024

### **FIRE DISTRICT**- (925) 941-3300 (Separate submittal required) 2010 Geary Rd. Pleasant Hill, CA (FEES REQUIRED)

- Site Review/ Shell Review/Tenant Improvement Review/Fire Sprinklers

### **HEALTH DEPARTMENT** - (925) 692-2500 (Separate submittal required) 2120 Diamond Blvd, #200, Concord, CA

- Restaurants/package foods

***School Fees are paid directly to the School Districts. LUHS (925) 634-2166 & BUSD (925) 513-6300 & Knightsen (925) 625-0073. Please note: A licensed contractor will be required to pull the Building Permit and obtain a City of Brentwood Business License. Business License questions (925) 516-5480.***